

## Industry Summit

Marriott-New Orleans - New Orleans, LA

November 4 - 6, 2019

### Labor Hours

ST - Straight time: Monday - Friday: 8:00 am - 4:30 pm  
 OT - Overtime: Monday - Friday: 4:30 pm - Midnight; Saturday: 8:00 am - 5:00 pm  
 DT - Double-time: All day Sunday, all other hours and Holidays

Event Code: T168841119  
 email: [houston@shepardes.com](mailto:houston@shepardes.com)  
 phone: (832) 799-5700  
 fax: (832) 415-0517

Cartload services are provided to those exhibitors arriving in privately-owned vehicles and have small hand-carried items that need to be delivered to and from the dock/booth location. Exhibitors may not utilize mechanical or powered equipment to unload their items.

If you arrive with a truck, van, trailer, or truck with trailer filled with exhibit material you will not qualify for this service and will be redirected.

No personal trucks (one (1) ton & over), no rental trucks, trailers, or bobtails will be unloaded through cartload service.

All items must fit on flat bed cart (approximately 3'x4' in size) and weigh less than 200 pounds. If items are designated by Shepard personnel to be too large or too heavy, materials will be billed at regular material handling rates.

Your vehicle must unload on the receiving dock of the exhibit hall. Shepard personnel will direct vehicles. The cart is not authorized to enter or go to any parking structure. There must be two (2) people with the vehicle; one person to go with your product to the booth space and one person to remove your vehicle from the unloading area to the parking area.

**Cartload Service includes one laborer, one cart, one trip per rate listed below.**



Code	# of Trips	Service	Rate	Total
35151		Dock to Booth ST	\$157.25	
35152		Booth to Dock ST	\$157.25	
35153		Dock to Booth OT	\$215.88	
35154		Booth to Dock OT	\$215.88	

**Only Shepard personnel are allowed to operate mechanical equipment.**

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

No refunds or exchanges once service has been rendered.

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in.

Total Estimate: \$ \_\_\_\_\_  
 NA Tax\*: \$ \_\_\_\_\_  
 Amount Due: \$ \_\_\_\_\_

Company Name: \_\_\_\_\_ BOOTH: \_\_\_\_\_

Contact Name \_\_\_\_\_ Contact Email Address \_\_\_\_\_

**Please Sign**    
 Card Holder Signature \_\_\_\_\_